

State Nutrition Program Coordinator Core Competency Tasks

A. Practice shared, principled leadership

- A1. Coach and be coached
- A2. Interpret/set/apply policy and procedure
- A3. Guide strategic planning
- A4. Model professional integrity
- A5. Pursue continuous professional development
- A6. Maintain cutting edge awareness in core competency areas
- A7. Create opportunities, challenge status quo
- A8. Facilitate team building
- A9. Facilitate organizational change for program and organization success
- A10. Promote telling our stories
- A11. Interface with academic organizations and community systems
- A12. Facilitate and model teamwork
- A13. Keep current in the use of technology

B. Provide leadership for statewide programming

- B1. Ensure program guidelines are followed
- B2. Coordinate program planning including assest mapping and needs assessment
- B3. Integrate research into educational programs
- B4. Oversee curriculum identification and development
- B5. Facilitate culturally sensitive program implementation for behavior change
- B6. Coordinate program evaluation
- B7. Conduct and/or participate in applied research
- B8. Utilize evaluation results for program enhancement
- B9. Recognize participant achievement
- B10. Ensure compliance

C. Create an environment in which staff can thrive

- C1. Develop and modify a staffing pattern
- C2. Create and modify position descriptions
- C3. Oversee recruitment and hiring of staff
- C4. Ensure organizational orientation
- C5. Facilitate initial staff training
- C6. Facilitate staff development
- C7. Provide for performance management (counseling, coaching, termination, legal issues)
- C8. Continually recognize and reward staff
- C9. Coach and be coached

D. Practice stewardship of all resources

- D1. Develop operational systems for financial management
- D2. Develop budgets
- D3. Maintain budgetary communication throughout all levels
- D4. Oversee the monitoring of budgets
- D5. Ensure compliance and financial accountability and reporting
- D6. Authorize expenditures
- D7. Provide technical assistance
- D8. Seek and secure additional resources

E. Promote synergistic collaborations

- E1. Establish relationships with partners with similar goals and visions
- E2. Facilitate growth of relationships
- E3. Demonstrate the benefits of shared vision
- E4. Celebrate, recognize, reward collaboration

F. Communicate program value with passion

- F1. Communicate success internally and externally
- F2. Advocate for the audience we serve
- F3. Increase awareness of needs and assets
- F4. Create loyalty
- F5. Tailor messages
- F6. Oversee development of marketing tools
- F7. Communicate program impact